



**Texas Veterans Commission
Fund for Veterans' Assistance
Request for Applications
Series XIV-A
June 10, 2013**

**Application Deadline: August 8, 2013 4:00 PM
Austin, Texas**

Fund for Veterans' Assistance website:
<http://www.tvc.texas.gov/Apply-For-A-Grant.aspx>

The Texas Veterans Commission (TVC) is firmly committed to the principal of fair and equal employment opportunities and the provision of services without regard to race, color, sex, religion, national origin, age, physical disability, or genetic information.

Table of Contents

I.	Purpose and Overview	3
II.	Purpose of this Request for Applications.....	4
A.	Term of this Grant.....	4
B.	Supplanting of Funds	4
C.	Matching Funds	4
D.	Duplication of Services.....	4
III.	Definitions of Key Terms	5
IV.	Program Guidelines	7
A.	Eligible Applicants.....	7
B.	Not Eligible to Apply.....	8
C.	Funding Amounts and Financial Documentation	8
D.	Award Amount Available and Number of Awards.....	9
V.	Grant Application.....	9
	Applicant Information.....	9
	Part 1: Organization Information	9
	Part 2: Grant Project Information.....	10
	Part 3: Reporting and Management	11
	Part 4: Budget	12
	Part 5: Sustainability, Need, and Marketing	15
VI.	Application Review and Award Process.....	15
VII.	Application Seminar/Webinar and Questions.....	16
VIII.	Application Package	16
IX.	Application Submission	17
A.	Application Deadline	17
B.	Application Format and Delivery Method	17
X.	Timeline for FVA Series XIV-A Grant Applications	17
XI.	Reporting Requirements and Applicable Regulations and Statutes.....	18
XII.	Provisions and Assurances.....	18
	APPENDIX I - The Application	
	APPENDIX II – The Evaluation Rubric	
	APPENDIX III – Sample Grant Agreement	

Request for Applications
Texas Veterans Commission Fund for Veterans' Assistance
SERIES XIV-A

The Fund for Veterans' Assistance (FVA or "Fund") was created in the 79th Legislature, and codified in the Texas Government Code § 434.017, Veterans' Assistance Agencies. The Fund, prior to the passage of Senate Bill 1655 in the 81st Legislature, was composed of money transferred to the Fund at the direction of the Legislature, gifts and grants contributed to the Fund, and the earnings of the Fund.

During the 81st Legislature, Senate Bill 1655 established the Veterans' Assistance Game. This allowed for money to be transferred to the Fund from proceeds of a game operated by the Texas Lottery Commission, operated under the Texas Government Code §§ 466.027 and 466.408. The Fund is also composed of money deposited to the Fund under the Texas Transportation Code § 502.1746. The Texas Veterans Commission oversees all rules governing the awarding of grants from the FVA.

The Texas Veterans Commission (TVC) established the following priorities to provide guidance to the FVA Advisory Committee in developing funding recommendations to present to the Commission. These priorities are:

A. Outstanding Grant Applications

Priority will be given to outstanding grant applications.

B. Service Categories

Priority will be given to the following three service categories:

- Financial Assistance
- Counseling
- Homeless/Housing

C. Geographic Distribution

The FVA Advisory Committee will develop recommendations that will ensure widespread distribution of grants across the state.

D. Duplication of Service in Geographic Areas

The FVA Advisory Committee will develop recommendations that will ensure that services are varied in geographic areas in order to guarantee no over-saturation or duplication of services in areas of the state.

E. Full Funding

The FVA Advisory Committee will recommend fully funding grant requests, whenever possible.

The above priorities will be used in the funding recommendations made for this grant.

I. Purpose and Overview

The Texas Veterans Commission is authorized to use funds appropriated to the FVA to administer the Fund and make reimbursement grants to address the needs of Veterans and their families. Such needs include, but are not limited to, the following:

- Limited emergency assistance for Veterans and their families
- Transportation services
- Family and/or individual counseling for Post-Traumatic Stress Disorder (PTSD) and Traumatic Brain Injury (TBI)

- Employment, training, education, and job placement assistance
- Housing assistance for homeless Veterans
- Family and child services
- Legal services, excluding criminal defense
- Development of professional services networks

II. Purpose of this Request for Applications

The purpose of this Request for Applications (RFA) is to seek Grant Applications from Eligible Applicants for reimbursement grants using FVA funds. All grant awards will be made through a competitive grant selection process.

The application period for this grant opens June 10, 2013 and closes August 8, 2013. Applications must be received by **August 8, 2013 by 4 p.m. at the FVA office in Austin, Texas** to be considered for funding.

Upon Commission approval of the grant award, the parties will be bound by the following: 1) the terms within this RFA document, 2) the Grant Application and all items submitted by the grant applicant to the Commission in response to this application, and 3) the Grant Agreement. In the event of conflicts or inconsistencies between any of these documents, the provisions set forth in the Grant Agreement will prevail.

A Grant Application received by the Agency shall meet the following requirements to be considered for funding:

- Completed according to the grant application instructions listed in Section V. Grant Application; and
- Received by the Agency by the deadline established in the grant application instructions as listed in Section IX. Application Submission.

A. Term of this Grant

Grants awarded under this RFA will begin on **January 1, 2014** and end on **December 31, 2014**. Reimbursement will only be made for those allowable expenses that occur within the term of this grant. No pre-award spending will be allowed. Nonprofit organizations can only be awarded one FVA grant at a time and overlapping grant periods will not be allowed (this does not include Housing4TexasHeroes grants).

B. Supplanting of Funds

A grant made to an organization or unit of local government (see Eligible Applicants in Section III) is intended to provide services and/or assist Veterans and their families through the existing structure of the organization. It is not the intent of this grant to supplant existing funds, but to supplement existing funding.

C. Matching Funds

While there is no mandated matching requirement, the FVA does expect Grantees to share in the operational cost of funded projects to ensure that the activities are sustained beyond the Grant Period. Applicants are required to identify the anticipated funds they will use on the proposed project.

D. Duplication of Services

Grant funds are not to be used to conduct activities or to provide services that are the same as those currently provided by the Texas Veterans Commission. Services provided by the Texas Veterans Commission include Claims Representation and Counseling, Education, Employment, as well as

the Women Veterans and Veteran Entrepreneur Programs. More information about the programs can be found on the website, <http://www.tvc.texas.gov/Home.aspx>.

III. Definitions of Key Terms

The capitalized terms used in this RFA are defined as follows:

Advisory Committee. The committee formed under Texas Administrative Code, Title 40, Part 15, Section 452.2(c), relating to Fund for Veterans' Assistance Advisory Committee.

Agency. The Texas Veterans Commission.

Applicant. Shall have the same meaning as Eligible Applicant as defined in the Texas Administrative Code, Title 40, Part 15, Section 460.3(a). The following are eligible to apply for grant funds: 1) Units of local government; 2) IRS Code § 501(c)(19) Posts or organizations of past or present members of the Armed Forces; 3) IRS Code § 501(c)(3) private nonprofit organizations authorized to do business in Texas; 4) Texas chapters of IRS Code § 501(c)(4) Veterans service organizations; or 5) Non-profit organizations authorized to do business in Texas with experience providing services to Veterans.

Audit. A consulting service provided by a third-party Certified Public Accountant (CPA) that inspects the accounting procedures and records of an organization and provides a written statement of reliability (see also Management Letter).

Approved Budget. The budget included in a grant application that has been recommended by the FVA Advisory Committee for funding.

Awarded Applicant. Shall have the same meaning as Grantee. An organization that receives a grant from the Fund for Veterans' Assistance.

Beneficiary. A member of the target population served by the Grantee's organization. For purposes of this grant, the Beneficiary, is a Texas Veteran, Texas surviving spouse, or a Texas Veteran's family.

Cancellation. Cessation of payment of grant funds and withdrawal of the Grantee's right to receive additional grant funds.

Capital Expenditure. Tangible personal property having a useful life of more than one year and an acquisition cost which equals or exceeds the lesser of the capitalization level established by the organization for financial statement purposes, or \$5,000.

Commission. The members of the Texas Veterans Commission.

Compilation of Financial Statements. Refers to the process whereby an accountant presents, in the form of financial statements, information that is the representation of management (owners), without undertaking to express any assurance on the statements. This may or may not be done by a third-party CPA.

Disabled Veteran. As defined in Title 5, United States Code Annotated, Section 2108(2), "An individual who has served on active duty in the armed forces, (except as provided under section 2108a) has been separated therefrom under honorable conditions, and has established the present existence of a service-connected disability or is receiving compensation, disability retirement benefits, or pension because of a public statute administered by the Department of Veterans Affairs or a military department."

Disallowed Cost. A questioned cost that the Agency has determined, violates the conditions of the Grant Agreement, or other law, regulation, or other document governing the expenditures of funds.

Eligible Applicants. As defined in the Texas Administrative Code, Title 40, Part 15, Section 460.3(a). The following are eligible to apply for grant funds: 1) Units of local government; 2) IRS Code § 501(c)(19) Posts or organizations of past or present members of the Armed Forces; 3) IRS Code § 501(c)(3) private nonprofit organizations authorized to do business in Texas; 4) Texas chapters of IRS Code § 501(c)(4) Veterans service organizations; or 5) Non-profit organizations authorized to do business in Texas with experience providing services to Veterans.

Expenditure Benchmark. The percent of the total grant award that must be expended and reported by designated timeframes with the Grant Period.

FVA. Fund for Veterans' Assistance.

Governing Body. A group who formulates the policy and directs the affairs of an organization in partnership with managing staff.

Grant. A sum of money given by an organization or a unit of government for a particular purpose. Grants do not include donations or in-kind contributions.

Grant Agreement. The Grant Agreement consists of the executed contract with any provisions and assurances attached. Upon Commission approval of the grant award, the parties will be bound by the following: 1) the terms within this RFA document; 2) the Application and all items submitted by the grant applicant to the Commission in response to this application; and 3) the Grant Agreement. In the event of conflicts or inconsistencies between any of these documents, the provisions set forth in the Grant Agreement will prevail.

Grant Application. Documents submitted by an organization or unit of local government in response to the Request for Applications (RFA).

Grantee. An organization that receives a grant from the Fund for Veterans' Assistance.

Grant Period. The time period specified in the Grant Agreement during which all work and expenses must be performed.

Independently Reviewed Financial Statements. A consulting service provided by a third-party Certified Public Accountant (CPA) that reviews the accounting processes and procedures. The CPA will review the financial statements using standards promulgated by the American Institute of Certified Public Accountants.

Ineligible. Any organization that submits an application that does not meet the requirements of the grant guidelines will be disqualified from further review and deemed Ineligible.

Management Letter. A written statement of reliability produced by a third-party Certified Public Accountant (CPA) after inspection of the accounting procedures and records of an organization.

Performance Benchmark. The percent of each minimum required performance measure that must be met and reported by designated timeframes within the grant period.

Principal Participant. Project Coordinator, Financial Coordinator, Executive Director, and/or any other key stakeholders in the proposed project.

Questioned Cost. A cost that has been identified to be an alleged violation of a provision of the Grant Agreement, law, regulation, or other agreement or document governing the expenditure of funds or a cost that is not supported by adequate documentation.

Reimbursement Grant. The Grantee is required to finance its operations with its own working capital. Grant payments will be made to reimburse the Grantee for actual expenditures made supported by adequate documentation.

Sub-Grant. An award made by a Grantee to another organization or agency using grant funds. This is prohibited under Texas Administrative Code, Title 40, Part 15, Section 460.10(2).

TVC. Texas Veterans Commission.

Unallowable Cost. A cost that is 1) not necessary and reasonable for proper and efficient performance and administration of the project, 2) not allocable to the project, 3) not authorized nor prohibited under State or local laws or regulations, and 4) does not conform to limitations or exclusions set forth in 2 CFR Part 225, Cost Principles for State, Local, and Indian Tribal Governments, or 2 CFR Part 230, Cost Principles for Non-Profit Organizations, Federal laws, terms and conditions of the award, or other governing regulations as to types or amounts of cost items.

Units of Local Government. A county, municipality, special district, school district, junior college district, a local workforce development board created under the Texas Government Code § 2308.253, or other legally constituted political subdivision of the state.

IV. Program Guidelines

The FVA grant is a competitive reimbursement grant available to Eligible Applicants. The funding is used to assist organizations with addressing the needs of Veterans and their families. Grant funding should not be used with the anticipation of additional FVA funding as no expectation of continued funding exists.

All funding awarded under this grant must be expended within the Grant Period of January 1, 2014 to December 31, 2014. No pre-award spending will be allowed. If awarded funds, the Agency will disburse 10% of the awarded Grant Amount upon execution of the Grant Agreement.

Organizations may only be awarded one FVA grant at a time and grant periods may not overlap. This does not apply to Housing4TexasHeroes grant. Organizations may have an FVA grant and a Housing4TexasHeroes grant concurrently. Additionally, departments within units of local government may apply under separate applications for more than one grant.

Any additional funding or future funding will require submission of a Grant Application during a subsequent Request for Application. There should be no expectation of additional grant funding on the part of the Grantee. All additional funding will be through a competitive RFA process. An amendment extending the Grant Period may be considered by the FVA.

All applicants should review and be familiar with the TVC administrative rules governing the Fund for Veterans' Assistance Program. These rules are published in 40 Texas Administrative Code, Part 15, Chapter 460, found at: [http://info.sos.state.tx.us/pls/pub/readtac\\$ext.ViewTAC?tac_view=3&ti=40&pt=15](http://info.sos.state.tx.us/pls/pub/readtac$ext.ViewTAC?tac_view=3&ti=40&pt=15)

A. Eligible Applicants

1. Units of local government;
2. IRS Code § 501(c)(19) Posts or organizations of past or present members of the Armed Forces;

3. IRS Code § 501(c)(3) private nonprofit organizations authorized to do business in Texas;
4. Texas chapters of IRS Code § 501(c)(4) Veterans service organizations; or
5. Non-profit organizations authorized to do business in Texas with experience providing services to Veterans.

B. Not Eligible to Apply

1. Individuals;
2. For-profit entities;
3. Units of federal or state government, including state agencies, colleges, and universities;
4. Organizations that have not fulfilled all legal requirements to operate in the state of Texas; and
5. Organizations that do not have current operations in Texas or a Texas-based chapter.

C. Funding Amounts and Financial Documentation

Eligible Applicants are encouraged to request a specific funding amount from the options below.

- \$5,000
- \$15,000
- \$20,000
- \$50,000
- \$75,000
- \$100,000
- \$125,000
- \$150,000
- \$200,000
- \$300,000
- \$400,000
- \$500,000

The amount of funding requested by an Eligible Applicant will determine the financial documents the Eligible Applicant must provide. An Eligible Applicant **must provide the minimum** required financial documentation listed below for the range in which their requested grant amount falls. An Eligible Applicant may supply financial documentation that is greater than what is required for an FVA Grant Amount, but may not supply less than the Minimum Required Financial Documentation.

FVA Grant Amount	Minimum Required Financial Documentation
<ul style="list-style-type: none"> • \$500,000 • \$400,000 • \$300,000 	Most recent Audit report and Management Letter
<ul style="list-style-type: none"> • \$200,000 • \$150,000 • \$125,000 • \$100,000 	Independently Reviewed Financial Statements
<ul style="list-style-type: none"> • \$75,000 • \$50,000 • \$20,000 • \$15,000 • \$5,000 	Compilation of Financial Statements

D. Award Amount Available and Number of Awards

The current amount available for awarding with Series XIV-A is \$3,000,000. The number of awards will be dependent upon the FVA grant amounts awarded to Eligible Applicants. **Requested grant amounts should be one of the specific grant amounts listed above in Section C.**

V. Grant Application

Grant Applicants are required to complete Appendix I - The Application. Each section description provides an explanation of the information required to complete Appendix I - The Application. Appendix I - The Application should be completed as instructed and using Microsoft Word. The font should be 11 pt. using 8 ½” x 11” paper. All pages are to be numbered and submitted in the same order as in Appendix I - The Application. The organization must complete all requested information. **If there is a line that does not apply, write “NA” on that line. Do not leave blank lines.**

The information supplied by the Applicant in Appendix I - The Application will be used to evaluate and score all applications. Provide sufficient detail to evaluate the proposed project. Please refer to Appendix II - Evaluation Rubric for additional information.

The following is additional information that pertains to the sections in Appendix I - The Application:

Applicant Information

Legal Name of Organization. The organization’s legal name and/or assumed name must be used.

Texas Address. If the headquarters or main offices of an applicant organization are located outside of Texas, list the Texas-based office address that will be used for the project.

Employer Identification Number (EIN). This number is issued by the IRS. Additional information on the EIN and how-to obtain one can be found at: <http://www.irs.gov/Businesses/Small-Businesses-&-Self-Employed/How-to-Apply-for-an-EIN>. **Do not leave blank.**

DUNS number. Enter your organization’s Dun and Bradstreet, Data Universal Numbering System (DUNS) number. Additional information on obtaining a DUNS number can be found at: <https://iupdate.dnb.com/iUpdate/viewiUpdateHome.htm>. **Do not leave blank.**

Applicant Contact & Title. Provide the name, title, phone, fax, and email for those organization employees who will be overseeing the grant project and overseeing the grant expenditures and finances.

The Authorized Signature block should be signed by the person who has the authority to enter into legal agreements for the organization.

Part 1: Organization Information

A. Organization Overview

300 words maximum for all parts of A. Organization Overview.

1. Supply a brief overview of your organization as instructed.
2. Enter your organization’s mission statement.
3. If the proposed program in the grant application is a service or program that is not currently offered, do not list that

4. If the organization currently serves Texas Veterans, indicate using the “Yes” box. If the funding being requested is to start a program or service for Texas Veterans, but the organization does not currently serve Texas Veterans, mark the “No” box.

B. Organizational Structure

100 words maximum for B. Organization Structure Question 1.

1. Describe the organizational structure as instructed. Refer to Section III. Definitions of Key Terms, if needed.
2. Enter information into the table as instructed. Refer to Section III. Definition of Key Terms, if needed. Résumés must be included as part of the Application Package for principal participants.

C. Partnerships

Enter information into the table as instructed. Only list organizations that will be involved in delivering proposed project services. Do not list partner agencies that are not affiliated with the proposed project.

D. Previous FVA Grant Awards

Enter information into the table as instructed. If an amendment was received and the end date of the grant was extended by the amendment, use the extended date as the End Date in this section. Enter the total amount of previous FVA grants directly below the table.

E. Other Grants

Enter information into the table as instructed. List all grants received by the organization for the past 2 years. Do not include FVA grants in this section; use Section D for previous FVA grants. Do not list in-kind donations. If an audit was performed by a third-party CPA firm that included the grant listed, indicate "Yes" under Audit Performed. If more room is needed to list all grants, add lines. Enter the total amount of other grants directly below the table.

Part 2: Grant Project Information

A. Amount Requested

Check the one box for the amount being requested as instructed.

B. Grant Project Service Category

Check the one box that best indicates which primary service category the Beneficiaries of the proposed project are to receive.

Financial Assistance: Emergency financial assistance that is short-term and temporary in nature, such as, a one-time utility payment, one-time rental payment, transportation assistance, or child care. Financial assistance payments should only be made if the organization verifies that the Beneficiary is the named person on the utility, rent agreement, mortgage, or other bill presented. Financial assistance payments are not to be made to the Beneficiary, but to the vendor. Medical expenses and child support payments are NOT considered for financial assistance. Gift cards, pre-paid gas cards, other pre-paid service cards, or cash equivalents are NOT allowable.

Homeless/Housing: This category includes homeless support programs, shelter, transitional living/temporary housing, at-risk homeless prevention and rapid re-housing programs. It does NOT include construction of housing.

Counseling: May include peer sessions, group sessions, Veteran family member counseling, Post Traumatic Stress Disorder (PTSD), Traumatic Brain Injury (TBI), equine, co-occurring and other types of counseling.

Transportation: May include transportation assistance and transportation programs. Pre-paid gas or pre-paid service cards are NOT allowable.

Employment: This includes job skills and training programs, job search services and other employment-related services. Applicants are to review current programs offered by TVC to ensure proposed projects do not duplicate services currently provided by TVC.

Family Services: Services may include youth programs, family programs, reintegration and deployment readiness programs.

Legal: This includes legal aid, legal clinics and other legal services other than Veterans Courts. This service category does NOT include criminal defense or Veterans Courts as defined in the Texas Health and Safety Code, Chapter 617.

Referral: This category includes those programs that provide information and referral programs.

Supportive Services: This category is for support services such as elder care, food delivery programs, financial counseling, case management and medical assistance programs. Pre-paid service cards, such as gas, groceries, and department store-related cards are NOT allowable.

Veterans Court: Services related to this "specialty court" which is charged with handling offenses involving Veterans as defined in the Texas Health and Safety Code, Chapter 617. It is NOT for criminal defense.

C. Geographic Service Area(s)

Check each county in which Beneficiaries will be served by this project, regardless of the Region the county is located in. If the project will serve Beneficiaries across the state of Texas, select the statewide box. Each organization proposing a project to be funded must serve Beneficiaries. Those Beneficiaries may be located in the same county as the organization, but often times the Beneficiaries are located in several counties or may be statewide.

D. Project Summary

300 words maximum for all parts of D. Project Summary.

1. Enter the project name as instructed.
2. Enter a brief description of the project as instructed.
3. Enter a description of how services will be delivered to Beneficiaries as instructed.

E. Project Eligibility

100 words maximum for all parts of E. Project Eligibility.

1. Enter a description of Beneficiaries eligible to participate in the proposed project as instructed.
2. Enter any other restrictions as instructed.
3. List the specific government forms used to verify eligibility as instructed.
4. Enter a description of how the government forms will be retained and maintained as instructed.

Part 3: Reporting and Management

In order to assist the organization in reaching its goals, this grant has established quarterly benchmarks regarding the percentage of the total amount of the grant to be expended and performance targets to be met by April 1, July 1, and October 1, with the ultimate goal being 100% of the funding spent by the end of the grant period on December 31, 2014. The dates correspond to 3-month time intervals.

Date	Grant Period Elapsed	Amount Expended	Performance Met
April 1	25%	15%	15%
July 1	50%	40%	40%
October 1	75%	70%	70%

By April 1, after 25% of the grant period has elapsed, the amount expended must be 15% of the grant funds and 15% of the performance targets must be met. By July 1, with 50% of the grant period elapsed, 40% of both funding and performance targets must be met. With 75% of the grant period elapsed on October 1, 70% of both funding and performance targets must be met.

If these targets are not met, a Corrective Action Plan may be put in place by the FVA. The issuance of a Corrective Action Plan may adversely affect the organization’s ability to receive additional FVA grants.

A. Performance Measures

Enter information into the table as instructed. In the “Estimated Number of Clients to be Served,” enter the number of unique and unduplicated veterans, dependents and surviving spouses to be served by the proposed project during the grant period.

B. Performance Reporting

100 words maximum for all parts of B. Performance Reporting.

1. Enter a description of the tool to be used for data collection as instructed. For example, case files, sign-in sheets, phone logs.
2. Enter a description of how the data will be consolidated to provide cumulative totals as instructed. For example, database, spreadsheets, grant management software.
3. Enter a description of the ability to breakout all Performance Measures (veterans, dependents, surviving spouses) individually, cumulatively, and monthly.

C. Fiscal Reporting

1. Check the box next to the applicable accounting software. If your organization uses software that is not listed, enter the type used. Do not leave any item unmarked.
2. Check “YES” or “NO” for each question as instructed.
3. Check “TRUE” or “FALSE” for each question as instructed.

Part 4: Budget

All grants awarded by the Texas Veterans Commission must follow the applicable Uniform Grant Management Standards (UGMS) which can be found at www.governor.state.tx.us/files/state-grants/UGMS062004.doc. The state standards follow the applicable federal grant guidelines published by the Office of Management and Budget (OMB). The OMB federal guidelines are found at: http://www.whitehouse.gov/omb/circulars_default. In the event of a conflict between UGMS and applicable federal law, the provisions of federal law apply.

The type of organization will dictate which guidelines MUST be complied with. The regulations for non-profits and state and local governments are listed below:

Non-Profit	Administrative Requirements: 2 CFR 215, Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations
	Costs: 2 CFR 230 (OMB Circular A-122), Cost Principles for Nonprofit Organizations
	Audit: OMB Circular A-133, Audits of States, Local Governments, and Nonprofit Organizations
State, Local or Indian Tribal Government	Administrative Requirements: OMB Circular A-102, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments
	Costs: 2 CFR 225 (OMB Circular A-87), Cost Principles for State, Local and Indian Tribal Governments
	Audits: OMB Circular A-133, Audits of States, Local Governments, and Nonprofit Organizations

In addition to the above OMB Cost circulars, this grant has restrictions regarding how grant dollars may be spent. See the **Cost Guidelines** posted on the FVA website for additional cost guidance on allowable and unallowable expenditures.

The above-listed OMB circulars MUST be used as guidance for all budgets and budget narratives along with the Cost Guidelines. Failure to follow these guidelines in developing budgets and project costs can result in unallowable costs.

The budget section is comprised of nine tables. Each table, if applicable to the proposed project, must be completed. Microsoft Excel tables have been inserted into the application document. Use the tables to the extent they apply to the proposed project.

To activate the Excel table, double-click on the table. This will open an active Excel window to be filled in. Once all information is entered into an Excel budget table, all totals will calculate automatically. The formulas and headings should not be changed. If additional lines are needed, they may be inserted into this Excel table using the Insert function. Do not use decimals, round to the nearest dollar.

A. Salaries and Wages

1. Complete the table as instructed. For each employee directly associated with the proposed project, enter the position title, employee’s name, the percent of time allocated to this project, and their annual salary. Do not include employees that are general administration such as accounting, personnel/human resources if they are already included in indirect charges. For additional clarification on direct costs, review 2 CFR 230, Appendix A, B (Direct Costs for Nonprofit Organizations) and 2 CFR 225, Appendix A, B (Direct Costs for State, Local, and Indian Tribal Governments).
2. Describe the role and impact as instructed.

B. Fringe Benefits

1. Complete the table as instructed. For each position listed in Table A enter the annual fringe benefits associated with that position.

2. Describe the costs covered in this category as instructed, including health insurance, leave time, social security, and any other applicable fringe benefits.

C. Travel

1. Complete the table as instructed. Only employee travel associated with this project should be entered in this table. This includes travel to and from conferences, training, etc. This does not include travel to provide client services. Include those travel expenses relating to providing client services under Table F Client Services.
 - a. Travel does not include international travel. Travel will follow all policies and procedures for travel established by the organization. All travel costs must be in compliance with 2 CFR 230, Appendix B, 51(a-e) for nonprofit organizations and 2 CFR 225, Appendix B, 43 (a-e) for local governments.
2. Describe the role and impact as instructed. This narrative should include, but is not limited to, mileage rates, meal rates per day, and conference registration fees.

D. Equipment

1. Complete the table as instructed. Equipment is an article of tangible personal property that has a useful life of more than one year and an acquisition cost which equals or exceeds the lesser of the organization's level of capitalization or \$5,000. List any equipment that will be purchased with this grant. Refer to the applicable OMB cost guidance. If a nonprofit, use 2 CFR 230, Appendix B, 15 and if a local government, use 2 CFR 225, Appendix B, 15.
2. Describe the role and impact as instructed.

E. Supplies

1. Complete the table as instructed. This category would include paper and other consumable items.
2. Describe the role and impact as instructed.

F. Client Services

1. Complete the table as instructed. Client services include any service being offered to the Beneficiaries of this project. This may include counseling services, support such as bill payment, transportation to provide client services and any contract personnel who will be providing services to Beneficiaries. List, if applicable, the maximum amount of assistance to be provided to clients. An itemized break-out of client services is required, extra lines may be inserted into this table. Sub-granting is not allowed.
2. Describe the role and impact as instructed.

G. Construction

This line is not applicable to this FVA grant application and should be left blank. Construction of buildings is not allowed with this grant. Any remodeling or adaptive assistance for Beneficiaries should be listed under Client Services.

H. Other Direct Costs

1. Complete the table as instructed. Any costs associated with this project that have not been listed in a previous Budget Category table should be listed here. Any item listed in Other may not be included in Indirect Charges. For example, if rent is listed in the Other table, do not include rent as an Indirect Charge.
2. Describe the role and impact as instructed.

I. Total Direct Charges

This line is a summation of all prior tables, A - H. These are direct charges, meaning that any costs in lines A – H are directly attributable to this project.

J. Indirect Charges

1. If applicable, complete the table as instructed. Indirect charges may only be requested if the applicant organization has previously filed an indirect cost agreement with the federal government and this rate must be used. The maximum total amount of the indirect charge allowed with this grant is 7% of direct costs being requested. A copy of the federal indirect negotiated cost agreement must be submitted as part of the Application Package if the organization has one.
 - a. If an applicant organization does not have a previously filed indirect cost agreement with the federal government, all charges requested as part of this application must be included in one of the direct cost tables listed previously.
2. Describe the role and impact as instructed.

Indirect charges are those items that are often considered “overhead,” and can be classified as those costs associated with accounting, human resources, and other administrative and facility-related costs. For nonprofit organizations, see 2 CFR 230, Appendix I, Section C, for additional information, and for local governments, see 2 CFR 230, Appendix E. **Any item listed as an Indirect Charge cannot also be included as a Direct Charge.**

K. Budget Table

Enter all the total lines from tables A – H and J into the Budget Table (Line I will calculate automatically). Each line in the budget table corresponds to a section of the budget. This is the total budget for the proposed project. **The amount of the grant being requested must equal the total budget number in this table.**

Part 5: Sustainability, Need, and Marketing

A. Matching Funds

Describe other funding sources and/or matching funds, if any, that exist for the project.

B. Need Identified

Describe what efforts were taken to determine that the program and services were needed as instructed.

C. Marketing and Outreach

Describe all planned marketing and outreach efforts for the project as instructed.

D. Sustainability

1. Describe how the project will continue after the FVA grant period has ended.
2. Describe what other funding will be available after the end of the FVA grant.

VI. Application Review and Award Process

Applications received will be deemed **Ineligible** if one or more of the following applies:

- Appendix I - The Application is not complete.
- Minimum Financial Documentation is not provided.
- The application package is missing required attachments or signatures.
- If an A-133 Audit completed in the past 2 years has material findings.
- If the organization has an exclusion record listed on the General Services Administration (GSA) System for Award Management (SAM).
- The application package is received after the deadline.

Each eligible application will be scored. The highest score attainable is 100 points. The points available per section are:

Appendix I-The Application	Highest Number of Points
Applicant Information	5
Part 1: Organization Information	21
Part 2: Grant Project Information	17
Part 3: Reporting and Management	15
Part 4: Budget	25
Part 5: Budget Narrative	17

All eligible applications will be given to the FVA Advisory Committee for their award recommendations. The FVA Advisory Committee will meet in Austin, Texas on or about October 1, 2013 in an open meeting to make the award recommendations. Additional information on this meeting will be available and shared at a later date.

The funding recommendations made by the FVA Advisory Committee will be presented to the Commission on or about November 13, 2013 for awarding approval of the FVA grants. Additional information on this meeting will be made available at a later date.

After an application is submitted to the FVA and prior to the TVC Commission making the grant awards, the TVC and FVA staff will not be able to discuss application status with any organization.

Applicants shall be notified in writing of the Commission’s decision regarding a grant award.

VII. Application Seminar/Webinar and Questions

Potential applicants will have the opportunity to participate in informational meeting to be held in El Paso and Austin, Texas. The El Paso meeting is scheduled for June 14, 2013 and is subject to change. The Austin webinar is scheduled for June 26, 2013 and is subject to change. The webinar will accommodate those organizations that are unable to travel to Austin. Information regarding the meeting and webinar will be available on the FVA website and shared at a later date.

The informational meetings will address any questions regarding the application or application process, but will not address a specific project or an organization’s application.

All questions pertaining to this RFA must be submitted to grants@tvc.texas.gov with the subject of the email, FVA Series XIV Question. Responses will be posted on the FVA website every Friday.

VIII. Application Package

A complete application package includes submission of original signature pages AND submission of the items below. Failure to complete all required forms OR to provide an authorized signature may negatively impact the application or result in ineligibility.

The application package includes the following items:

1. The Application Checklist
2. Appendix I - The Application (Page 1 of Appendix I - The Application **MUST** be signed and the signature **MUST** be original)
3. Résumés of the principal participants in the organization

4. Financial Documentation (per Section IV. C.)
5. IRS Tax determination letter regarding non-profit status, if not a unit of local government
6. Current federal indirect negotiated cost plan, if applicable
7. A copy of current professional liability insurance and/or malpractice insurance policy, if applicable

IX. Application Submission

A. Application Deadline

The application period opens June 10, 2013 and will close August 8, 2013. Applications must be received by 4:00 p.m. at the FVA office in Austin, Texas on August 8, 2013 to be considered for funding. Applicant shall be solely responsible for ensuring their application is received by TVC prior to the deadline outlined in this RFA. To meet the deadline, the application must be timely submitted by both paper and electronic means. See Section XII.B.b.

B. Application Format and Delivery Method

Two copies of the application package must be submitted: one paper submission and one electronic submission.

For the paper submission, use letter-size, 8 1/2" x 11" paper, font size 11 points. All pages should be single-sided, numbered and submitted in the order listed above. Do not use staples, rubber bands, folders, or any other binding. Use one binder clip for the entire application package. Faxed Applications will not be accepted. This applies to all required attachments, including financial documentation.

Applications may be sent via U.S. Mail to:

Texas Veterans Commission
 Director, Fund for Veterans' Assistance, Series XIV-A
 P.O. Box 12277
 Austin, Texas 78711-2277

Applications may be delivered via overnight, hand delivery or courier service to:

Texas Veterans Commission
 Director, Fund for Veterans' Assistance, Series XIV-A
 William B. Travis Building
 1701 N. Congress Avenue, Suite 9-100
 Austin, Texas 78701

For the electronic submission, the application package is to be submitted in a PDF file no larger than 20 MB. The electronic submission must have the words "Series XIV-A Grant" in the subject line and emailed to grants@tvc.texas.gov .

X. Timeline for FVA Series XIV-A Grant Applications

- | | |
|---------------|--|
| June 10, 2013 | Series XIV-A RFA to be posted www.tvc.texas.gov/Apply-For-A-Grant.aspx |
| June 14, 2013 | Informational application meeting. El Paso, Texas. Additional information will be posted on website. |
| June 26, 2013 | Informational application webinar. Additional information will be posted on website. |

August 8, 2013	All applications must be submitted by 4:00 p.m., Austin, Texas.
September 10, 2013	All organizations may present their application to the FVA Advisory Committee in Austin. Applicants will be limited to 5 minutes per organization. Additional information will be posted on the website at a later date. This date is subject to change.
October 10, 2013	FVA Advisory Committee meets in Austin, Texas. Additional information will be available at a later date. This date is subject to change.
November 2013	TVC Commission meeting. Austin, Texas. Additional information will be available at a later date.
December 2013	Grant Agreements to be sent to funded organizations.
January 1, 2014	Grant period begins.
January 2014	Mandatory grantee training. Additional information will be available at a later date.
December 31, 2014	Grant period ends.

XI. Reporting Requirements and Applicable Regulations and Statutes

Reporting Requirements

Applicants with funded projects are required to submit monthly expenditure reports and quarterly performance reports. Report deadlines will be available at the FVA website.

Failure to meet reporting requirements and deadlines may affect eligibility for future funding.

XII. Provisions and Assurances

A. Cost of Application Preparation

All costs associated with the preparation and submission of an Application for this RFA are the responsibility of Applicant. These costs shall not be chargeable to TVC by any successful or unsuccessful Applicant.

B. Application Delivery and Late Applications

- a. Applications must be submitted by an authorized agent of the Applicant organization.
- b. Applications shall be considered to be "on time" if they are received on or before the established deadline date and time. Applicant shall be solely responsible for ensuring that Application is received by TVC prior to the deadline outlined in this RFA. TVC shall not be responsible for failure of electrical or mechanical equipment, operator error, or inability of an electronic delivery agent to deliver an Application prior to the deadline. TVC accepts no responsibility for delays in shipping or mailing. Failure to respond in a timely manner to this request shall result in Applicant losing the opportunity to receive a grant under this program. A late Application, regardless of circumstances, shall not be evaluated or considered for award.

C. Conflict of Interest

Applicants must disclose any existing or potential conflicts of interest relative to the performance of the requirements of this RFA. Failure to disclose a conflict of interest may be cause for disqualification of an Application or termination of an Agreement resulting from this RFA. If, following a review of this information, it is determined by TVC that a conflict of interest exists, Applicants may be disqualified from further consideration.

D. Supplanting Prohibition

A grant awarded under this RFA may not be used to replace federal, state, or local funds.

E. Grant Memorialized in Agreement

Grant Awards will be memorialized through agreements ("Agreement") negotiated with those Grantees selected through the evaluation process to have successful Applications. Submission of an Application confers no rights of Applicant to an award or to a subsequent Agreement, if there is one. The issuance of this RFA does not guarantee that an Agreement will ever be awarded. TVC reserves the right to amend the terms and provisions of the RFA, negotiate with Applicant, add, delete, or modify the Agreement and/or the terms of Application submitted, extend the deadline for submission of Application, or withdraw the RFA entirely for any reason solely at TVC's discretion, as consistent with the applicable OMB circulars. An individual Application may be rejected if it fails to meet any requirement of this RFA. TVC may seek clarification from Applicant at any time, and failure to respond within three business days is cause for rejection of an Application.

Upon execution of an Agreement resulting from this RFA, the term "Applicant" shall have the same meaning as "Awarded Applicant." Likewise, the terms "Request for Applications" and "Application" shall have the same meaning as the term "Agreement."